

29 January 1974

MEMORANDUM FOR: Chairman of the Curriculum Committee

SUBJECT : The Agency's Affirmative Action Plan  
for Equal Employment Opportunity  
and the Curriculum and the Office  
of Training

Discussed at 31  
January Curriculum  
Committee meeting

1. The Agency's Affirmative Action Plan is a matter of public record. Copies have been filed with the Civil Service Commission and will be distributed to all Agency employees.

2. The Agency's Director of Equal Employment Opportunity established eight short-range objectives; these specific objectives have been given an action officer and a target day for CY 1974. Extracted below are some of those objectives -- and specific efforts toward achieving the objective -- which might affect the curriculum of the Office of Training:

Objective 4: To provide opportunities for employees to enhance their skills, perform at their highest potential, and advance in accordance with their abilities in light of available opportunities (Upward Mobility).

Specific Efforts for Achieving  
the Objective

Responsible  
Official

Target  
Date

2. Continue the Agency Off-Campus Educational Program initiated in the fall 1973. In this program which is conducted in cooperation with the Northern Virginia Regional Center of the University of Virginia, any overt employee can select courses from the 22 offered. All courses are

Director,  
Office of  
Training

Continuing

C/SRS

Specific Efforts for Achieving  
the Objective

Responsible  
Official

Target  
Date

career enhancing and tuition costs are borne by the Agency if the course is completed successfully or the student withdraws for the convenience of the Agency.

3. Continue the long-established and comprehensive Agency training program that is designed to enhance skills of all employees. Courses cover everything from typing and shorthand refresher to ADP, management courses, midcareer development, advanced intelligence seminars, attendance at outside academic institutes, exchange training at other Government research and development organizations, attendance at service war colleges, etc. The courses and outside education are geared to individual needs related directly to career progression.

Director, Office  
of Training and  
all supervisors

Continuing

All  
Unit  
Chief

5. Ensure that at the minimum one member of a minority group and/or one woman be a student in each of the Agency's advanced management courses as well as the Senior Intelligence Seminar and Midcareer Course.

Deputy Directors  
Assisted by  
Director of  
Training,  
Director, EEO,  
Federal Women's  
Program Coordinator

Continuing  
thru all of  
1974

6. Ensure that on a merit basis minority group members and women receive their fair share of external full-time training by having the Director, EEO and the Federal Women's Program Coordinator participate in the Agency training, applicant review and selection process.

Director, EEO &  
Federal Women's  
Program Coordinator  
with the cooperation  
and assistance of the  
Deputy Directors and  
the Director of Training

Continuing  
thru all of  
1974

*Nothing  
yet  
done!*

Re: 5 and 6:  
Copies of nomination memoranda are  
being forwarded to the Agency EEO  
Officer by the Executive Secretary,  
Training Selection Board.

<u>Specific Efforts for Achieving the Objective</u>	<u>Responsible Official</u>	<u>Target Date</u>	
7. Place \$30,000 under the control of the Director, EEO to be spent for such education as he determines is necessary to meet Agency-wide needs, to ensure further that minority group member employees receive career enhancing external training.	Director, EEO with the cooperation and assistance of the Deputy Directors and the Director of Training	January 1974	In-house EEO Counsel Course now session.
Objective 5: To provide training, advice, incentives, and performance evaluation to ensure EEO program understanding and support by supervisors.			
1. Include in each management training course a session on Agency EEO policy and goals, procedures for processing complaints of discrimination, and the functions and responsibilities of the Director, EEO Federal Women's Program Coordinator, and the Agency EEO Officers and Counselors.	Director of Training Director, EEO  Federal Women's Program Coordinator	Continuing thru 1974	C/FTD  AC/M&ATP attending in-house EEO Counseling course  FTD has Unit level objective to accomplish items 1 and 4.
4. Establish the training required to provide specific and practical instructions to all newly appointed supervisors at all levels to ensure an understanding of an sensitivity to the goals of equal employment opportunity.	Director of Training Chief, Key Components and subordinate Elements Director, EEO	April 1974	
6. Implement the Agency regulation on evaluating all supervisors in their supervisory and managerial performance in the EEO area by issuing instructions on how the evaluation is to be made in the annual Fitness Reports.	Deputy Director for Management and Services	January 1974	



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